

# United States Bankruptcy Court for the Eastern District of Virginia

## Instructions for Preparing Lists of Creditors -as amended 1/1/97-

*Note: The List of Creditors may be typed in a multi-column format of up to three columns per page, allowing for a one-quarter (1/4) inch margin at the top, bottom and sides. In addition, the Office of the U. S. Trustee should be included on the list of creditors for noticing purposes. These instructions incorporate the new Local Bankruptcy Rule numbering schema and supersede the 9/27/94 version and are effective for all Lists of Creditors **filed** on or after January 1, 1997.*

### Requirements

Pursuant to Local Rule 5005- 1, each petition filed in the Eastern District of Virginia must be accompanied by a List of Creditors in the format specified by the Clerk's Office. This is necessary to insure that all creditors in the case are promptly "scanned" into the Court's computer database. To be acceptable for filing, the List of Creditors must meet the following requirements:

- 1) Must include a properly-completed Cover Sheet substantially conforming to Exhibit 1, which is attached.
- 2) Must be typed in one of the three following standard typefaces:
  - \*Courier 10 pitch (same as 12 point on word processors),
  - \*Prestige Elite (12 pitch), or
  - \*Letter Gothic 10 pitch.
- 3) Cannot be from a "dot matrix" type printer.
- 4) Must be typed in a multi-column format of up to three columns on the page, one side only.
- 5) Must be typed so that characters are at least one quarter (1/4) inch from the edge of the paper.
- 6) Each name/address block must consist of no more than four (4) total lines, with at least two blank lines between each of the name/address blocks. Each line must be no more than 30 characters in length, including spaces. The first line of each address block shall consist of the name of the creditor only and shall not include account numbers or other additional information.
- 7) Each address must be complete.

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8) The last line of each address must consist of the City, the standard U.S. Post Office two-letter abbreviation for the State (capitalized and with no punctuation) and the zip code. A listing of standard U.S. Post Office state abbreviations is included as Exhibit 4.

9) The list must *not* include the following persons who were previously required on creditor's lists: debtor, joint debtor or attorney for debtor(s).

10) The list must include the name and address of the local Office of the U. S. Trustee. A listing of addresses is included as Exhibit 3.

11) If the case is a Chapter 11, or if the IRS is a creditor in a Chapter 7, 13 or 12 case, the list must include the IRS at the following address: Internal Revenue Service, Spec. Procedures/Support Staff, Post Office Box 10025, Richmond, VA 23240-0025.

Accuracy and completeness in preparing the creditor listing are the sole responsibility of the debtor and the debtor's attorney. The court will rely on the creditor listing for all mailings. Be certain to include all listed creditors, including priority creditors such as the IRS for taxes owed. Various schedules and statements required by the Bankruptcy Rules are not used for mailing purposes.

### Supplemental List of Creditors

A Supplemental List of Creditors, with a cover sheet, must be filed with any amendment which adds creditors, including amendments pursuant to conversion of a case to another chapter. The Supplemental List of Creditors shall include only the creditors not included on the previously-filed list.

The Supplemental List of Creditors must be filed with any Schedules and Statements not filed with the petition, even if said Schedules are filed within the 15-day "grace period."

A properly-completed sample page set in Courier 12 typeface is attached to these Instructions as Exhibit 2.

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## Things to Avoid

Although the court is using sophisticated equipment and software to insure accuracy in creditor list processing, certain problems can still occur. If the list you submit cannot properly be "read" in the court's scanner, it will be returned to you and you will be required to resubmit your creditors list in an acceptable form.

Please avoid the following mistakes:

Ver.

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1. Extra marks on the list-such as letterhead, dates, debtor's name, coffee stains, handwritten marks.
2. Non-standard paper such as onion skin, odd-sized, or colored (such as buff or yellow) paper.
3. Poor quality type caused by submitting a photocopy or carbon copy, using a worn-out typewriter, or using a typewriter with a fabric ribbon.
4. Bold type. Do not use a bold setting on your typewriter or printer.
5. Unreadable type faces or print styles such as proportionally-spaced fonts, dot-matrix printing, or decorative fonts such as Olde English or Script. Use only Courier 10, (12 point on word processors), Prestige Elite, or Letter Gothic.
6. Mis-aligned lists caused by removing the paper from the typewriter before completing the list, or inserting the paper into the typewriter crooked.
7. Incorrect Typewriter Settings will cause unreadable lists. Make certain that your typewriter is set for 10 pitch if you are using a 10 pitch type style.
8. Stray Marks should be avoided. Do not type lines, debtor name, page numbers, or anything else on the front of a creditor list. Any identifying notations you choose to add can be typed on the back of the list.
9. Upper Case Only (all capital letters) should be avoided. Type in upper and lower case as you would on a letter.
10. Zip Code must be on the last line, after the city and two-letter state abbreviation (see Exhibit 4). There should be no more than two spaces between the two-letter state abbreviation and the zip code. Nine digit zip codes should be typed with a hyphen separating the two groups of digits. Do NOT type attention lines or account numbers on the last line. If needed, put these on the second line between the name and address. The zip code must be at the end of the last line for the zip code sorting equipment to find it.
11. Fabric Ribbons should be avoided. They produce letters which are too unclear to be properly scanned.
12. Typing Numbers. Do not substitute a lowercase "L" for the number "1".
13. Account Number in First Line. The first line must be the name of the creditor and not include any account number. An account number can be put on the second line, as long as the total number of lines does not exceed four.

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIA**

\_\_\_\_\_ **Division**

In re

**Case No.** \_\_\_\_\_

**Debtor(s)**

**Chapter** \_\_\_\_\_

**COVER SHEET FOR LIST OF CREDITORS**

I hereby certify under penalty of perjury that the attached List of Creditors, consisting of \_\_\_\_\_ pages (DO NOT *include cover sheet in number of pages*), is ~~true~~ correct and complete to the best of my knowledge.

\_\_\_\_\_  
**Debtor**

\_\_\_\_\_  
**Joint Debtor**

**Date:** \_\_\_\_\_

Office of the U. S. Trustee  
The Shockoe Center Building  
11 S. 12th Street, Suite 224  
Richmond, VA 23219

Internal Revenue Service  
Spec Procedures/Support Staff  
Post Office Box 10025  
Richmond, VA 23240-0025

Stephen R. Miller III  
Coal Building  
1092 17th Street, NW  
Baltimore, MD 20207

First City Nat'l Bank  
of Beaumont  
P. O. Box 3391  
Beaumont, TX 77704

General Welding Supply Co.  
P. O. Box 3617  
Baltimore, MD 20984

George S. Smith Export Inc.  
1400 Exchange Building  
Buffalo, NY 10984

Glander International  
Lake Success Plaza  
One Hollow Lane  
Lake Success, NY 11042

Gus Electronics  
3700 West 61st Avenue  
Anchorage, AK 99502

Hansberry's Appliance  
400 9th Avenue North  
Seattle, WA 98109

Adair's  
2456 Long View Avenue  
Lakewood, AK 99502

Whitmont Banking Services  
209 Whitmont  
Lakewood, AK 99502

Montgomery Service Center  
Route 66  
Beaumont, TX 77707

Lighting Electronics  
Acct. No. 34567-8  
2098 West 80th Street  
Anchorage, AK 99502

Lakewood Gardens  
2 North Lakewood Ridge  
Seattle, WA 98109

Allnet Services  
Attn: Steve Jamison  
P. O. Box 458  
Baltimore, MD 20984

Wally's  
17 Angus Boulevard  
Baltimore, MD 20984

Capital Exchange & Import  
3908 West 5th Avenue  
Baltimore, MD 20984

Whitmeyer Service Center  
Acct. 209-745-9877  
P. O. Drawer 26  
Buffalo, NY 10984

Westlake International  
One Westlake Boulevard  
Beaumont, TX 77707

True Van Lines  
34 Beaumont Avenue  
Beaumont, TX 77707

First Nat'l Bank  
105 Ninth Avenue  
Seattle, WA 98109

John S. Wright Export  
1309 Plaza Building  
Buffalo, NY 10984

Trumont Vending Co.  
P. O. Box 4567  
Baltimore, MD 20984

OFFICES OF THE U. S. TRUSTEE  
EASTERN DISTRICT OF VIRGINIA

**Alexandria Division**

Office of the U. S. Trustee  
115 S. Union Street, Suite 206  
Alexandria, VA 223 14

**Norfolk and Newport News Divisions**

Office of the U. S. Trustee  
**200** Granby Street, Room 625  
Norfolk, VA 23 5 10

**Richmond Division**

Office of the U. S. Trustee  
The Shockoe Center Building  
11 S. 12th Street, Suite 224  
Richmond, VA 23219

**U.S. POSTAL SERVICE**  
**STATE AND TERRITORY ABBREVIATIONS**

Alabama	<b>AL</b>	Montana	<b>MT</b>
Alaska	<b>AK</b>	Nebraska	<b>NE</b>
Arizona	<b>AZ</b>	Nevada	<b>NV</b>
Arkansas	<b>AR</b>	New Hampshire	<b>NH</b>
California	<b>CA</b>	New Jersey	<b>NJ</b>
Colorado	<b>CO</b>	New Mexico	<b>NM</b>
Connecticut	<b>CT</b>	New York	<b>NY</b>
Delaware	<b>DE</b>	North Carolina	<b>NC</b>
Dist. of Columbia	<b>DC</b>	North Dakota	<b>ND</b>
Florida	<b>FL</b>	Northern Marianas	<b>IT</b>
Georgia	<b>GA</b>	Ohio	<b>OH</b>
<b>Guam</b>	<b>GU</b>	Oklahoma	<b>OK</b>
Hawaii	<b>HI</b>	Oregon	<b>OR</b>
Idaho	<b>ID</b>	Pennsylvania	<b>PA</b>
Illinois	<b>IL</b>	Puerto Rico	<b>PR</b>
Indiana	<b>IN</b>	Rhode Island	<b>RI</b>
Iowa	<b>IA</b>	South Carolina	<b>SC</b>
Kansas	<b>KS</b>	South Dakota	<b>SD</b>
Kentucky	<b>KY</b>	Tennessee	<b>TN</b>
Louisiana	<b>LA</b>	Texas	<b>TX</b>
<b>Maine</b>	<b>ME</b>	Utah	<b>UT</b>
<b>Maryland</b>	<b>MD</b>	Vermont	<b>VT</b>
Massachusetts	<b>MA</b>	Virginia	<b>VA</b>
Michigan	<b>MI</b>	Virgin Islands	<b>VI</b>
Minnesota	<b>MN</b>	Washington	<b>WA</b>
Mississippi	<b>MS</b>	West Virginia	<b>WV</b>
Missouri	<b>MO</b>	Wisconsin	<b>WI</b>
		Wyoming	<b>WY</b>

Note: When preparing a list of creditors for filing with the U.S. Bankruptcy Court for the Eastern District of Virginia, the last line of each address must consist of city, two-letter state abbreviation, and zip, as in:

Richmond, VA 23204

The following examples are **not** acceptable:

Hampton, Virginia 23999 [Must use two-letter state  
abbreviation]

Norfolk, Va. **23204** [State abbrev. must be capitalized and  
not include any punctuation]

Alexandria, VA [Zip code is required for all addresses in the  
United States and its territories.]